



EPA

United States  
Environmental Protection Agency  
Washington, DC 20460

Page 1 of 2

## WORK ASSIGNMENT VERIFICATION

Contract No:GS-00F-0019L/SRC(2)

Region:8

Program:Risk Assessment

WA No.Task Order# 840 Aug.08

Invoice

WAM: Kathleen Akencio

Date Submitted to WAM:

09/23/08

Due to P.O. on:

09/30/08

## PERFORMANCE

If a rating is 1 - unsatisfactory, the problem will be addressed immediately by the P.O.

Check One for Each Criterion:

4- Outstanding 3 - Exceeds Expectations 2 - Satisfactory 1 - Unsatisfactory

(New rating for ROC - no award fee will be given for a 2 or below)

RATING

### PROJECT PLANNING

- \*Sets schedules and priorities for the accomplishment of all work under the work assignment
- \*Maintains regular communication with Agency personnel and provides appropriate information enabling Agency personnel to keep abreast of work assignment progress
- \*Compliance of contract and work assignment requirements
- \*Development of work plan

4 3 2 1

### TECHNICAL COMPETENCE AND INNOVATION

- \*Technical quality of deliverables
- \*Ability to meet work plan goals and objectives
- \*Adherence to regulations, procedures, and guidelines
- \*Effectiveness and thoroughness of analysis
- \*Creativity and ingenuity in approach
- \*Ability to support other organizations involved at site

4 3 2 1

### SCHEDULE AND COST CONTROL

- \*Development and maintenance of planned schedules and budgets for deliverables provided by the work assignment
- \*Ability to minimize and control the cost
- \*Quality of deliverables
- \*Elimination of duplication of effort

4 3 2 1

### RESOURCE UTILIZATION

- \*Effective use of resources
- \*Appropriateness of professional mix to ensure quality of work while minimizing cost and time expenditures
- \*Effectively manage subcontractor's costs and resources, eliminate cost duplication by subcontractors
- \*Assure contract compliance by subcontractors
- \*Effectively monitor subcontractor performance
- \*Adherence to subcontracting plan

4 3 2 1

### REPORTING

- \*Timeliness of deliverables
- \*Accuracy and completeness of data
- \*Clarity and thoroughness of reports and documents
- \*Thoroughness in dealing with all aspects of the project

4 3 2 1

### EFFORT

- \*Identify and resolve problems

4 3 2 1

## Performance Highlights or Problems

See note above about final deliverable under this TO.

According to Bill Brattin, a draft report is supposed to be submitted the week of 9/29/08 or 10/6/08. A final will be completed by November 2008.



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## INVOICE/VOUCHER REVIEW

Page 2 of 2

ELEMENT	ITEM	YES	NO	N/A
Labor	1. LOE commensurate with effort and appropriate for WA.	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
	2. Labor mix appropriate and consistent with WA needs.	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
Travel	3. Purpose of trips known, necessary and approved for WA.	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A
	4. Local travel expenses are warranted and reasonable.	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A
ODCs	5. ODC charges necessary to support WA and reasonable for work provided.	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A
	6. Adequate breakout of ODCs provided to evaluate reasonableness.	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A
Team Subs	7. LOE and other charges are reasonable for WA support provided and consistent with WP.	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A
Subcontracts	8. Subcontract charges consistent with the work performed.	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> N/A

Invoice Comments or Issues:

Performance overall is (check one):

☒ Satisfactory☐ Unsatisfactory

Costs are (check one):

☒ Reasonable☐ Unreasonable☐ I recommend that costs be suspended. State how much and reason why.

WAM Signature:

Date:

9/29/08